INTRODUCTION TO MICROCOMPUTERS
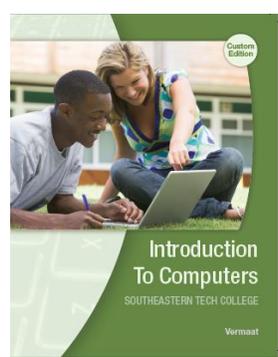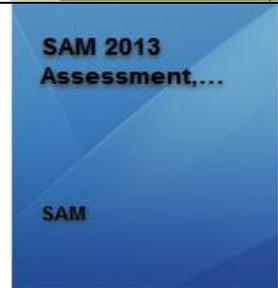## COMP 1000
COURSE SYLLABUS
Online
Summer Semester 2017
**TENTATIVE – SUBJECT TO CHANGE

Semester: Summer 2017 FY-201716
Course Title: Introduction to Microcomputers
Course Number: COMP 1000
Credit Hours/ Minutes: 3 / 3750
Class Location: GVTC/Blackboard/SAM
Class Meets: Via Internet / 9 wks
CRN: 60081

Instructor: Mrs. Leah Dasher
Email Address: ldasher@southeasterntech.edu
Phone: 912-538-3186
Tutoring Hours: Made by appt with instructor
Preferred method of contact: STC Owl Mail
Full-Time Instructor/Advisor: Ms. Stephanie Moye
Office Phone: 912-538-3161

REQUIRED TEXT:

	COMP 1000 - Introduction to Computers **Georgia State Standards Edition** **(CUSTOM BOOK)** **Shelly Cashman Series by Misty E. Vermaat** **ISBN-10: 978-1305-0226-14** © 2011 Published COURSE TECHNOLOGY **BOOK, SAM KEYCODE BUNDLED TOGETHER: ISBN #978-1305-02300-0**
	Course Technology **SAM 2013 Assessment, Training, and Projects version 2.0 w/ Integrated Digital Book Printed Access Card, 1st Edition** **ISBN: 978-1-285-42749-2** **SAM ACCESS KEYCODES HAVE TO BE BRAND NEW, USED KEY's WILL NOT WORK FOR SAM** You can purchase from the STC bookstore stcbookstore@southeasterntech.edu or 912-538-3129 or 478-289-2217

REQUIRED SUPPLIES & SOFTWARE: one USB Flash Drive, Windows 7 or Windows 8 Operating System, Internet connection with browser as Mozilla Firefox 2 **(recommended)** or Google Chrome. **Office 2013 (Word, PowerPoint, Excel, and Access) IDS can be used for Office 2013; however, recommend you purchase a 180 day (6mth) full evaluation version from the STC Bookstore for $35.00 due to variety of home internet connections.**

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

COURSE DESCRIPTION: Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use.

MAJOR COURSE COMPETENCIES/COURSE OUTLINE: Topics include: Computer Terminology, Introduction to the Windows Environment, Introduction to Internet and Email, Introduction to Word Processing Software, Introduction to Database Software, Introduction to Spreadsheet Software, and Introduction to Presentation Software.

PREREQUISITE(S): none

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:
a) The ability to utilize standard written English.
b) The ability to solve practical mathematical problems.
c) The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all chapter work, project assignments, discussion boards and tests on the dates specified on the attached calendar. **Assignments will be saved via the Remote Lab Information Delivery System, Blackboard, and SAM**.

ONLINE ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.
Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Assignments will be submitted via the Remote Lab Information Delivery System (CITRIX – IDS) or emailed to the instructor, Blackboard, and SAM. **Late assignments will not be accepted. Students who miss any assignment, test, project, or discussion board will receive a grade of 0.**

- **Discussion Board topics** must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board grading rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

- **EMAILS:** All emails should be sent to me using **Owl Mail.** Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. For example: COMP1000 Dasher

- **CHECKING GRADES:** A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

- **No Harm No Foul Policy:** It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For SUMMER semester, that day will be May 22, 2017.) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

- **DROPPING COURSES BEFORE THE CLASS HAS BEGUN:** Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

PROCTORED EVENT REQUIREMENT: In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, (07/19/17 at 2:00 p.m., room TBA) and Vidalia Campus, (07/20/17 at 2:00 pm Room 803, Gillis Lab). Students must be on-time in order to take the exam. The proctored exam is listed in the lesson plan-- COMP 1000 COMPETENCY FINAL EXAM.

FINAL EXAM WILL BE TAKEN IN THE CLASSROOM AND WILL BE PASSWORD PROTECTED.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc…): Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will **NOT** be allowed to make-up the assignment. **No exceptions!** Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct
The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE
Exams	30%	A: 90-100
SAM Projects	30%	B: 80-89
Discussion Boards	10%	C: 70-79
Final Exam	30%	D: 60-69
Total	100%	F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Disclaimer Statements
****Instructor reserves the right to change the syllabus and/or lesson plan as necessary.****
The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

Discussion Board Project/Problems Grading Rubric					
Performance	**Exceptional 100**	**Proficient 90**	**Satisfactory 80**	**Limited 70**	**Poor 60**
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
Posts & Word Count	• Posts early to allow others time to read and reply to 4 or more posts • 125 - 150 words in main thread	• Posts early to allow others time to read and reply to 3 posts • 80 – 124 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts • 50 – 79 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 posts • 25-49 words in main thread	• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies • 0 – 24 words in main thread
Scope of Solution NO COPYING AND PASTING FROM WEBSITES. **If any information comes from a website it must be cited as a resource.**	• Content provides a thorough frame of reference for comprehending the solution; • An original solution is provided. • Numerous Resources listed	• Content provides appropriate factual data but is not original or complete to solve problem or topic. • Resources listed	• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution. • Few resources listed	• Content is not realistic solution to problem or topic. • One resource listed	• Content fails to offer a conscientious solution to selected problem or topic. • No resource listed
Explanation	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.

<table>
<tr><td colspan="5" align="center">COMP 1000 - Introduction to Microcomputers
Summer Semester 2017 FY201716 Lesson Plan
***TENTATIVE – SUBJECT TO CHANGE</td></tr>
<tr><td>Date</td><td>Chapter /
Lesson</td><td>Content</td><td>Assignments
Tests</td><td>*Competency
Area</td></tr>
<tr><td colspan="5" align="center">Week 1</td></tr>
<tr><td>Wed
May 17 –
Mon
May 22</td><td></td><td>First Day of Class:
Class Introduction – Syllabus, Outline, Work Ethics, Rules & Regulations coverage

<strong style="color:red">SEE DISCUSSION BOARD RUBRICS FOR GRADING.</td><td>-Familiarize yourself with BLACKBOARD class (COMP 1000). See STC Website – MySTC
Login to the course on BLACKBOARD. Complete each item of the START HERE located under Lesson Tab, Week 1 on Blackboard</td><td></td></tr>
<tr><td></td><td>E-MAIL</td><td>Managing E-Mail Messages with STC OWL MAIL</td><td>-Familiarize yourself with Using Student Email Account (Owl Mail) from STC Website – Current Students

Send email to instructor with an attachment for First Day Attendance. <mark>Due midnight 05/17/17</mark></td><td>3
a, c</td></tr>
<tr><td></td><td>Outlook, Intro to Technology, & SAM</td><td>Mobile Computer Buyer's Guide & Desktop Computer Buyer's Guide, Mobile Device Buyer's Guide</td><td>Read Introduction to Technology (IT 2-IT 36) in book.
**Complete Discussion Board #1 on Blackboard.</td><td>1,2,3
a, c</td></tr>
<tr><td></td><td></td><td><strong style="color:red">If you have previously had this class as 2010, please contact your instructor about your SAM code.</td><td>Login to the SAM. <mark>Please do not create your SAM 2013 user account, your instructor will do this and notify you. You should also have a SAM 2013 keycode to enter once you are able to enter your SAM login.</mark>
Complete Outlook Training on SAM
Complete Intro to Technology Training and <mark>Exam</mark> on SAM. (SAM PATH)</td><td>1,2,3
a, c</td></tr>
<tr><td colspan="5" align="center">**Week 1 assignments must be completed and turned in <u>before midnight</u> Monday May 22</td></tr>
<tr><td colspan="5" align="center">Week 2</td></tr>
<tr><td>Tues
May 23 –
Mon 29</td><td>Office 2013 and Windows 8</td><td>Essential Concepts and Skill
Windows 7 tasks are given throughout the book in yellow highlight.</td><td>Read and step through Office and Windows 8 section (OFF2 – OFF81)</td><td>1,2,3
a, c</td></tr>
<tr><td></td><td></td><td></td><td>Complete Windows 8 *Office 2013 Training and <mark>Exam</mark> on SAM (SAM PATH)</td><td>1,2,3
a, c</td></tr>
<tr><td></td><td>WORD 1</td><td>Creating, Formatting, and Editing a Word document with a Picture</td><td>Work through Word 1 steps in the book to create Adventure Flyer. (Pgs. WD 2- 53) to learn</td><td>4
a, c</td></tr>
<tr><td></td><td></td><td></td><td>**Complete Discussion Board #2 on Blackboard.
Complete <u>Word Chapter 1 Project on SAM.</u></td><td>4
a, c</td></tr>
<tr><td><strong style="color:red">May 29</td><td><strong style="color:red">H</td><td><strong style="color:red">HOLIDAY</td><td></td><td></td></tr>
<tr><td colspan="5" align="center">**Week 2 assignments must be completed and turned in <u>before midnight</u> Monday May 29</td></tr>
</table>

Week 3				
Tues May 30 – June 5	**WORD 2**	Creating a Research Paper with References & Sources	Read and **Biometric Devices Paper (WD 66-122) from book**	4 a, c
			Complete **Word Chapter 2 Project on SAM.**	4 a, c
	WORD 3	Creating a Business Letter with a Letterhead and Table	Complete **Samaras Letterhead and Samaras Thank You Letter from book (WD 138-188)**	4 a, c
			Complete **Word Chapter 3 Project on SAM**	4
**Week 3 assignments must be completed and turned in <u>before midnight</u> Monday June 5				
Week 4				
Tues June 6 – June 12			**Complete Word Chps 1-3 Training and <mark>EXAM on SAM.</mark>**	4 a, c
	POWERPOINT 1	Creating and Editing a Presentation with Pictures	Complete **Keeping Hydrated (PPT2-55) from book** Complete **PowerPoint Chapter 1 Project on SAM.**	7 a, c
	POWERPOINT 2	Enhancing a Presentation with Pictures, Shapes, and Word Art	Complete **Emergency Plan (PPT 74-125) from book. You do not have to print** Complete **PowerPoint Chapter 2 Project on SAM.** ****Complete Discussion Board #3** on Blackboard.	7 a, c
	POWERPOINT 3	Reusing a Presentation and Adding Media & Animation	Complete **Watch for Motorcycles (PPT 146-191) from book. You do not have to print**	7 a, c
**Week 4 assignments must be completed and turned in <u>before midnight</u> Monday June 12				
Week 5				
Tues June 13 – June 19			Complete **PowerPoint Chapter 3 Project on SAM. See Grading Rubric.**	7 a, c
			Complete PowerPoint Chp 1-3 Training and <mark>EXAM on SAM</mark>	7 a, c
	EXCEL 1	Creating a Worksheet and an Embedded Chart	Complete **Bob Gleamin Budget (EX 2 - 53) from book.**	6 a, b, c
			Complete **Excel Chapter 1 Project on SAM.** ****Complete Discussion Board #4** on Blackboard.	6 a, b, c
**Week 5 assignments must be completed and turned in <u>before midnight</u> Monday June 19				

Week 6				
Tues June 20 – 26	**EXCEL 2**	Formulas, Functions, and Formatting	Complete **HyperMass Online Storage Salary Report (EX 66-118)- from book.**	6 a, b, c
		SEMESTER MIDTERM (June 20, 2017)	Complete **Excel Chapter 2 Project <u>on SAM.</u>** **Complete Excel Chp 1-2 Training and <mark>EXAM on SAM</mark>**	6 a, b, c
**Week 6 assignments must be completed and turned in <u>before midnight</u> Monday June 26				
Week 7				
Tues June 27 – **July 10**	**ACCESS 1**	**Databases and Database Objects: An Introduction**	Complete **Bavant Publishing AC2-63) from book BE SURE TO SAVE AT THE BEGINNING**	5 a, c
		65% Point June 29, 2017	****Complete Discussion Board #5** on Blackboard.	
**Week 7 assignments must be completed and turned in <u>before midnight</u> Monday July 10				
SUMMER BREAK JULY 3 – JULY 6				
Week 8				
July 11 – July 17			Complete **Access Chapter 1 Project <u>on SAM.</u>**	5 a, c
			Complete Access Chp 1 Training and <mark>EXAM on SAM</mark>	5 a, c
**Week 8 assignments must be completed and turned in before <u>midnight</u> Monday July 17				
Week 9				
Tues July 18 – July 25			**Complete COMP1000 Competency Training on SAM.**	1-7 a, b, c
		LAST WEEK OF CLASS SEMESTER ENDS	<mark>**PROCTORED COMP 1000 Final Exam** on SAM **at STC on 19th and 20th.**</mark>	

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at the instructor's discretion.

COMP1000 Introduction to Microcomputers Competency Areas:
- (1) Computer Terminology
- (2) Introduction to the Windows Environment
- (3) Introduction to the Internet and Email
- (4) Introduction to Word Processing Software
- (5) Introduction to Database Software
- (6) Introduction to Spreadsheet Software
- (7) Introduction to Presentation Software

GENERAL EDUCATION CORE COMPETENCIES:
- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems
- c) The ability to read, analyzes, and interprets information.